Program Description/Textbook or Print Instructional Material

Vendor:	**Glencoe/McGraw-Hill**	**Web Address:**	**http://www.glencoe.com**
Title:	**GLENCOE KEYBOARDING WITH COMPUTER APPLICATIONS, LESSONS 1-150**		
Author:	**Johnson, et al**	**Copyright:**	**2004**
ISBN:	**0078602564**	**Course/Content Area:**	**KEYBOARDING**
Intended Grade or Level:	**9-12**	**Readability Level:**	**7.0 Dale Chall**
List Price:	**N/A**	**Lowest Wholesale Price:**	**50.97**

Level of Accommodations (Level One, Two or Three)   Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance: Providing a higher level of accessibility compliance is too costly for the size of the student enrollment in this curriculum area.

FEATURES*

*DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Textbook/Instructional Materials Review Team, State Textbook Commission, or the Kentucky Department of Education.

Content

The content of the text teaches students proficient use of the keyboard, as well as basic skills in a variety of applications: word processing, spreadsheets, data bases and desk top publishing. Optional student manuals for the major office suites help students complete the projects and applications. The courseware provides a seamless interface between the various applications, and checks all the timings, and most of the production work. Student work is recorded and reports and grades are generated automatically for the teacher. Cross-curricular applications and solutions are integrated into the program, as are language arts skills.

Student Experiences

Students learn the keyboard and build speed and accuracy through Glencoe's unique and proven instructional approach. After mastering the keyboard, students complete a variety of applications using word processing, spreadsheets, data bases and desk top publishing. These skills and applications will serve them well throughout school, work and life.

Assessment

The Pretest/Practice/Posttest skill building routines in the text provide immediate assessment, feedback and remediation of student skills. The courseware provides assessment of student work by checking keystrokes and identifying and counting errors. There is a Tests and Solutions booklet which contains objective questions for all eight units, as well as performance (production) tests. A grading and evaluation booklet is also available for the teacher.

Organization

The book is divided into eight units, the first seven of which contain 20 lessons each, with the lat containing 10 lessons. Units 1 and 2 cover the keyboard and a brief introduction to word processing. Units 3 through 5 are word processing applications, unit 6 is desk top publishing, unit 7 is spreadsheets and unit 8 contains basic data base applications.

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Resource Materials

- **Gratis Items To Be Provided And Under What Conditions**

Free, 1 Per Teacher: Teacher Wraparound Edition, Teacher Classroom Resources, Teacher Courseware Manual

- **Available Ancillary Materials**

All Items Listed Above as Gratis Items

RESEARCH DATA/EVIDENCE OF EFFECTIVENESS**

**DISCLAIMER: The Research Data/Evidence of Effectiveness was provided by the publisher and do not reflect the opinion of the State Textbook/Instructional Materials Review Team, State Textbook Commission, or the Kentucky Department of Education.

Research Data

This program is a result of solid, ongoing research, teacher feedback and detailed editorial development. In preparation Glencoe used the following strategies, among others, to ensure accuracy and relevance for your students:

- A thorough analysis of the old program, new design and competitive texts.
- Extensive manuscript reviews by teachers in the field.
- Careful fact checking and research of content for technical accuracy.
- Correlations to relevant national standards.

Surveys of teachers to determine content and classroom needs

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool
Business

Title: Keyboarding with Computer Applications Cost: $50.97	
Publisher: Glencoe	
Item Evaluated: Textbook	
Copyright Date: 2004	**Evaluator: Melissa Helton**
Content Level: 9-12	**Date of Evaluation: July 31, 2003**

Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
X Recommended by reviewers to State Textbook Commission
☐ Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.

Group V - Career/Technical
Vocational/Practical Living Education
Instructional Materials Evaluation Tool
Business

Title: Keyboarding with Computer Applications	Publisher: Glencoe

Technology Management Summary Data:	20 possible points	0 points earned

Technology Management Comments: No technology available

Technology Presentation/Interface Summary Data:	40 possible points	0 points earned

Technology Presentation/Interface Comments: No technology available.

Content Summary Data:	44 possible points	29 points earned

Content Comments: No teamwork or global perspective. Good employability skills & real-world applications.

Instruction & Assessment Summary Data	52 possible points	40 points earned

Instruction & Management Comments: Not very engaging, but does provide practice. Does not include "CATS" like assessment.

Organization & Structure Summary Data	36 possible points	33 points earned

Organization & Structure Comments: Well organized. Good illustrations.

Resource Material Summary Data	40 possible points	19 points earned

Resource Material Comments: Teacher's Edition of the text is nice with activities and ideas.

Group V - Career /Technical & Vocational/Practical Living
Electronic Instructional Media Review Form
Stand Alone/Independent or Integrated Software for Business

Equipment (circle or change fill color)
Windows
Macintosh
CD-ROM
DVD
Sound
Other

If other, explain

Grade Level (circle or change fill color)
Primary
Intermediate
Middle
High

Audience (circle or change fill color)
Individual
Small Group
Large Group

Format (circle or change fill color)
Stand Alone/Independent
Integrated
Supplemental
In lieu of basal test

Cost _____

_____single copy	_____site license
_____network version	_____school version
_____lab pack of ____ copies	_____online

Type of Software: Check all that apply	_____Simulation	_____Management	_____Interdisciplinary	_____Problem Solving	_____Tutorial
_____Exploratory	_____Creativity	_____Drill and Practice	_____Critical Thinking	_____Utility	_____Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	0
Allows students to exit and resume at a later time.	0
Keeps a students performance record, where needed.	0
Allows control of various aspects of the software (e.g., turning sound off).	0
Allows for printed reports.	0
Comments:	Total 0

Presentation/Interface	Rating
Presents material in an organized manner.	0
Has consistent, easy-to-use, on-screen instructions.	0
Has developmentally correct presentation format.	0
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	0
Accessible for special needs students.	0
Runs smoothly, without long delays.	0
Presents easy-to-view text and graphics.	0
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	0
Provides immediate, appropriate feedback.	**0**
Comments:	Total 0

Content—Business	Rating
Career Experiences	4
Employability Skills	4
Teamwork	0
Global Perspective	0
Mathematical Skills	0
Communication	4
Diversity	3
Ethical Practices	3
Academic Integration	3
Real World Application	**4**
Content Area Concepts Addressed	4
Comments:	**Total 29**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	3
Engages Students	2
Develops Business Ideas	3
Promotes Student Thinking	2
Assesses Student Progress	3
Enhances The Learning Environment	3
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	2
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	3
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	3
Comments:	**Total 40**

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	2
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	3
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	**Total 33**

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	3
Extension activities including adaptations and accommodations for students with special needs.	3
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	3
Suggestions are made for integration of themes and /or interdisciplinary instruction.	3
Integration opportunities suggested and examples given.	3
Teacher resources are available online.	0
Online resources available – Repeat of information in text.	0
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments:	**Total 19**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable